Professional Vacancies

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PROFESSIONAL VACANCIES

KOREAN STUDIES LIBRARIAN
EAST ASIAN LIBRARY
INFORMATION SERVICES DIVISION
UNIVERSITY OF SOUTHERN CALIFORNIA

The East Asian Library of the Information Services Division at the University of Southern California seeks a highly motivated, beginning or mid-career librarian for its Korean collection, the Korean Heritage Library. The position offers exciting opportunities for those who may want to explore various aspects of academic library career. The Korean Heritage Library supports teaching and research in Korean studies, and serves the faculty, graduate and undergraduate population who can read the Korean language. Established in 1986, the Korean Heritage Library is poised to enter a new and dynamic phase in its development as the East Asian Library prepares to move into a prominent independent location on campus. The Library is also planning a major digitization project of its significant archival collections. The Korean collections currently include over 35,000 volumes of books, 500 serials, 2,000 microfilm reels, and 500 videos. With the addition of this position, the staffing for the Korean Heritage Library includes two librarians, two library assistants, one contract librarian, one visiting librarian, and 4-5 student assistants. It has collection endowments of nearly $1 million.

Additional information about the University of Southern California, the Information Services Division and the University Libraries component can be obtained from USC Web at http://www.usc.edu.

Responsibilities: Reporting to the Head of East Asian Library and working closely with the Curator of the Korean Heritage Library, the Korean Studies Librarian performs one or more from among a wide variety of library duties, including: collection development (conventional, digital, and archival), reference, bibliographic instruction, and cataloging. Specialization in one or more areas is possible depending on the strengths of the Librarian. Together with the KHL Curator, the Korean Studies Librarian oversees KHL’s visiting librarian programs, outsourcing projects, web development, and supervises 2 FTE support staff and 1 FTE student assistants.

Experience and Qualifications: Applicants should address their qualifications from among the following: knowledge of Korean language, culture and scholarship; fluency in spoken and written English and Korean; strong communication and interpersonal skills; familiarity with collection development, reference, bibliographic instruction, and/or cataloging (preferably for Korean materials, both conventional and electronic, in a research library); familiarity with incorporating new CJK technologies into library functions; familiarity with web development; supervisory/managerial/leadership skills; ability to work both independently and in a team setting; ability to handle multiple responsibilities; ability to work in a rapidly changing, complex academic environment; reading knowledge of Chinese and/or Japanese; commitment to professional development and research; MLS from an ALA accredited institution, and ability to meet USC’s standard for continuing appointment.

Appointment Rank, Salary, and Benefits: Librarian I/ $32,500 minimum; Librarian II/ $35,000 minimum. Generous benefits package includes: University matched retirement programs, 22
days of vacation, a choice of medical plans and a choice of dental plans, and tuition assistance for self and dependents.

Application Procedure: Send letter of application, curriculum vitae, and names of three professional references to: Sharon Haymond, Human Resources Director, Information Services Division, Doheny Memorial Library 334, Ref #187, University of Southern California, Los Angeles, CA 90089-0182.

Review of applications will continue until the position is filled.

CURATOR OF JAPANESE COLLECTION
ASIA LIBRARY
THE UNIVERSITY OF MICHIGAN LIBRARIES

The University of Michigan seeks an experienced Japanese librarian to fill the position of Curator of the Japanese Collection in the Asia Library. With 580,000 volumes, 68,000 microforms, and 2,400 serial subscriptions, the Asia Library is one of the most comprehensive Asian Studies library resources outside of Asia. The library is also equipped with up-to-date Chinese-Japanese-Korean computing facilities in order to support the research and instructional programs of the University community.

Summary of Duties: Under the general direction of the Head of the Asia Library, the Curator of the Japanese Collection is responsible for the development and maintenance of the Japanese Collection, evaluates and selects information sources related to Japan and the Japanese, actively participates in the development of information sources supporting the research and instructional programs of the University community, and handles reference and bibliographical instruction activities related to Japan and Japanese information sources. In addition, the Curator serves as coordinator of Asia Library acquisition operations and leader of the Japanese Studies Team.

Qualifications Required: ALA accredited MLS. Expert knowledge of modern and classical Japanese. Excellent communication skills in English, both spoken and written. Substantial subject background in Japanese (Humanities or Social Sciences). Up-to-date knowledge of library application of computer technology and knowledge of Japanese software. Ability to work well with a staff of diverse cultural, ethnic, and linguistic backgrounds. Knowledge of the Japanese publishing industry and book trade, and knowledge of the development of major non-technical databases and electronic information products. Five years of working experience in a large research university library, of which at least three must be in an East Asian library.

Qualifications Desired: Advanced degree(s) in Japanese studies and knowledge of other major East Asian languages.

Rank, Salary, and Leave: Rank dependent on final classification. Salary commensurate with experience and final rank. Twenty-four working days vacation/year. Fifteen days sick leave/year with provisions for extended benefits.
To Apply: Send cover letter and copy of resume to Lucy Cohen, Library Human Resources, 404 Hatcher Graduate Library North, University of Michigan, Ann Arbor, Michigan 48109-1205

Application Deadline: Applications received by December 1, 1998 will be given first consideration.

The University of Michigan is a non-discriminatory, affirmative action employer.